

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### Filter Replacement

SITE AND BLDG: VA050-01

MECHANIC SIGNATURE: 

DATE: 5/16/19

LOCATION/RM #:

START TIME: 10AM

FINISH TIME: 11AM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA050-01	8560	2344	FQ-2344		399MR2	K87E15441	J-1502000-04 1-pc Air Handler   Quarterly Filter PM	
VA050-01	8560	2345	FQ-2344		Climate Changer	K87E16243	J-1502000-04 1-pc Air Handler   Quarterly Filter PM	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check, clean, and/or replace both internal and external filters as necessary.			
2	Label and Date Filter			
3	Did all High Asset Filters get Changed			
Qty	Size			NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
10	20x25x2			
4	16x25x2			

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency. To be performed by: GMW **Additional Notes:**

